



**Board of Library Trustees Public Hearing  
Budget and Appropriations Ordinance**

Judith Gamoran Board Room, Main Library

700 N. North Court, Palatine, IL

September 17, 2024, 7:00 pm

---

**Minutes**

**1. Open the public hearing**

President Brauer called the public hearing to order at 7:00 p.m.

**2. Roll call/Trustee requests to attend meeting via electronic means**

Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff were physically present.

**3. Announcement of rules of procedure for public hearings**

**4. Report on the proposed Budget and Appropriations Ordinance 2025-01**

Trustee Boland reported that in July of 2024, the Executive Director presented the budget and appropriations request to the Finance Committee. The referendum of 2019 continues to provide the Library with a healthy revenue stream and the proposed budget is fulfilling the goals of our current strategic plan. At the August Board meeting, the Finance Committee presented the recommended budget and appropriations to the Board at whole, explaining that the appropriated amounts exceed the budget amounts as a safety net because the Library can only spend money that has been appropriated. The proposed budget and appropriations have been made available to the public on the Library website since the August meeting. This hearing is to provide members of the public with the opportunity to comment on the budget. The Committee will be voting on the Ordinance during the regular Board meeting.

**5. Public comment on proposed Budget and Appropriations Ordinance 2025-01.**

None.

**6. Close of the public hearing**

President Brauer closed the public hearing at 7:03 p.m.



**Board of Library Trustees Regular Meeting**  
Judith Gamoran Board Room, Main Library  
700 N. North Court, Palatine, IL  
Immediately following public hearing

---

**Minutes**

**1. Call to order**

President Brauer called the meeting to order at 7:04 p.m. Secretary DeRosa was present.

**2. Roll call/Trustee Requests to Attend Meeting via Electronic Means**

Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff were physically present.

**3. Approval of Agenda**

President Brauer stated that the regular Board meeting minutes of August 20, 2024, will be pulled from the Consent Agenda and will be addressed in New Business.

Trustee True moved, seconded by Trustee Jefferson, approval of the agenda as amended.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff

Nays: None

Abstain: None

Absent: None

Vote: Motion carried.

**4. Introduction of Visitors**

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, Administrative Associate Sarah Kacimi, Youth and Teen Services Manager Kathy Burns, Friends of the Library representative Meg Cipar, Youth and Teen Services member Paloma Linares, Facilities Manager Gregg Szczesny, community member Emilie Cheng, and Kristen Richardson of Engberg Anderson Architects.

## 5. Public Comment

None.

## 6. Liaison Reports

### a. Friends of the Library

Friends representative Meg Cipar reported that the next book sale will be held October 11, 12, and 13. Cipar listed the new items that will be offered at the book sale which included: romance grab bags, children's grab bags, Nintendo games, Chinese English DVDs, video games, signed books, CDs, book sets, and holiday themed material.

### b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation finished fundraising for the mini-golf event. Executive Director Gardner added that she and Ed Kerr attended the S&C Electric opening ceremony and found it very interesting.

### c. RAILS/ILA

Trustee DeRosa reported that RAILS has completed a data study on Illinois Libraries called Illinois Libraries: Agencies of Impact. DeRosa explains that the intent of the data study was to help libraries demonstrate their value to various stakeholders. The report showcases return on investments, staffing expertise, and community outreach. DeRosa highlighted a section in the report that stated that libraries are logistics experts. U.S. libraries circulate over 3 billion items per year. Another section from the report DeRosa highlighted was *How Do Libraries Compare to Amazon.com?* U.S. public libraries have more registered cardholders than Amazon has Prime members and circulate over five times the amount of Amazon ships per day.

DeRosa's report continues with an ILA alert regarding book banning in Florida's school libraries. In 2022, Governor Ron DeSantis signed legislation banning books that include any kind of sexually explicit material. After hundreds of books were banned, 6 major publishers have sued the state of Florida arguing that the law violates the first amendment right to free speech. The author Stephen King caught wind of this and found out that 23 of his books have been banned. King

shared the following quote with Newsweek: "I've said it before and will say it again, when books are banned from schools, run to your nearest public library or bookstore, and read what it is your elders don't want you to know."

**7. Unfinished Business**

None.

**8. New Business**

a. Approval of Ordinance 2025-01 Budget and Appropriations 2024-2025

Trustee Boland moved, seconded by Trustee True, approval of Ordinance 2025-01 Budget and Appropriations 2024-2025.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried.

b. Authorization of Interfund Transfers

- i. Transfer \$1,250,000 from corporate fund to special reserve fund
- ii. Transfer \$425,000 from corporate fund to IMRF fund
- iii. Transfer \$396,700 from corporate fund to bond fund

Trustee Boland moved, seconded by Trustee Westhoff, approval of authorization of interfund transfers.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried.

c. Award Contract for Elevator Renovations to Logic Elevator in the amount of:

- i. Base Bid \$214,426.00
- ii. Alternate #1 -- Cab Finish Replacement \$50,000.00

iii. Alternate #2 – Hoistway Doors \$59,400.00

Trustee Jefferson moved, seconded by Trustee Boland, approval of the base bid in the amount of \$214,426.00.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried.

Trustee Westhoff moved, seconded by Trustee Boland, approval of Alternate #1 – cab finish replacement in the amount of \$50,000.00.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried.

Trustee True moved, seconded by Trustee Westhoff, approval of Alternate #2 – Hoistway Doors in the amount of \$59,400.00.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried.

d. Approval of Elevator Project Carpeting Budget \$24,999

Trustee Boland moved, seconded by Trustee Sherry, approval of the elevator project carpeting budget in the amount of \$24,999.00.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff  
Nays: None

Abstain: None  
Absent: None  
Vote: Motion carried.

e. S&C Electric Naming Rights Application

Trustee Boland moved, seconded by Trustee Sherry, approval of S&C Electric naming rights application.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried.

f. Approval of Policy Changes

- i. Policy 0 Bylaws
- ii. Appendix 0: Rules for Public Meetings
- iii. Policy 6: Library Facilities
- iv. Appendix 6A: Noise Zones

The Board will vote on the minor grammatical changes made to Policy 0 Bylaws at next month's Board meeting. There were no changes made to Appendix 0: Rules for Public Meetings.

Trustee DeRosa moved, seconded by Trustee True, approval of policy changes to Policy 6: Library Facilities and Appendix 6A: Noise Zones.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried.

g. Approval of regular Board Meeting minutes of August 20, 2024

Trustee True moved, seconded by Trustee Boland, approval of regular Board meeting minutes of August 20, 2024 as amended.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried.

## 9. **President's Report**

President Brauer reported that she engaged in library tourism that took her to Forest Park Library and Maywood Library. Brauer shared aspects and services offered at Forest Park Library which included voting registration, and a children's companion named Shelly the turtle. Brauer went on to share the services offered at Maywood Library which included an amazing children's area with sections for teens and tweens, passport services, and license plate services. In addition, Brauer recommends reading *That Librarian: The Fight Against Book Banning in America* by Amanda Jones, which is about a Louisiana librarian advocating for inclusivity.

### a. Review of Library Board Advocacy Activities

The Board of Trustees attended the Palatine Library mini-golf event and shared positive feedback. Trustee Jefferson worked at the library booth at the Palatine Farmer's Market. Jefferson reported that 80 families visited the booth to play *Spin It to Win It* and expressed their love for the Library. Jefferson added that the community is very eager to see the *LiteZilla Lite Brite* set up in the children's section. Trustee Westhoff reminded the Board of the discount museum passes offered at the Library.

## 10. **Treasurer's Report**

Trustee Boland reported that the Library received a financial approved rating of A++ and a \$100,000 grant from the Illinois Department of Commerce and Economic Opportunity. Boland added that the budget is on track.

## 11. **Director's Report**

### a. Summer Reading Program Wrap-Up Report

Youth and Teen Services member Paloma Linares reported that the Library's 100-year anniversary was the summer reading theme, and that they registered a whopping 5,053 members. At the kickoff event, 575 members joined the celebration. The Youth and Teens Department registered 504 people during three hours. For 2024, the Library hit its highest summer reading completion rate since 2019 with 61% completion. The Rand Road Branch has had steady growth, and the North Hoffman Branch has a high completion rate of 67%. Paloma goes on to report that this summer, the Youth and Teen Services Department has hosted 108 programs which accounted for 6,143 member visits.

b. Facilities Report

Facilities Manager Gregg Szczesny gave a report on Library updates made within the last 12 months. Szczesny highlighted the following updates: Installation of a concrete pad for the Library bike rack, repaired cracked concrete, new pavement and sealcoating of parking lot, new Board Room lighting, new shelving in public and staff areas, organization of all Library storage rooms, restarted heat pumps, and rescued baby goslings from the Library roof.

**12. Committee Reports**

a. Building & Grounds Committee

Trustee Jefferson reported that the next Building and Grounds Committee meeting will be held on October 3, 2024.

b. Finance Committee

Trustee Boland reported that the Finance Committee is working on setting a date for their next meeting.

c. Policy Committee

Trustee DeRosa reported that the Committee met on August 27, 2024. The next meeting will be held on October 22, 2024, to review Policy 3: Library Operations.

**13. Consent agenda** -- Matters on the consent agenda will be considered by a single motion and vote because they have already been considered fully by the Board at a



previous meeting or have been determined to be of a routine nature. Any member of the Board may request that an item be removed from the consent agenda for separate consideration.

- a. Approval of Warrant 2025-03 in the amount of \$628,880.68
- b. Approval of Minutes
  - i. Minutes Review Committee July 8, 2024
  - ii. Policy Committee July 30, 2024
  - iii. Policy Committee August 27, 2024

Trustee Boland moved, seconded by Trustee Sherry, approval of the consent agenda as amended.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Sherry, True and Westhoff
Nays:	None
Abstain:	None
Absent:	None
Vote:	Motion carried.

#### **14. Correspondence**

None.

#### **15. Adjournment**

President Brauer adjourned the meeting at 8:49 p.m.

Approved: \_\_\_\_\_

\_\_\_\_\_  
Debby Brauer, President

\_\_\_\_\_  
Maureen DeRosa, Secretary



**Minutes**

**1. Call to order**

Committee Chairperson Tracy Boland called the meeting to order at 5:02 pm.

**2. Roll call**

Trustees Bruce Jefferson, Maureen DeRosa, and Tracy Boland were present.

**3. Introduction of visitors**

Executive Director Melissa Gardner and Finance Manager Mary Myers were present.

**4. Public comment**

There was no public comment.

**5. Review of FY 2024 property tax levy**

The Finance Committee reviewed the amount the library will request for the levy. The recommendations will be presented at the October board meeting in anticipation of a board vote in November.

**6. Other business**

There is no other business.

**7. Date for next meeting**

The date of the next meeting will be in spring of 2025, to be determined.

**8. Adjournment**

The meeting was adjourned at 5:29 pm.

Approved on: \_\_\_\_\_

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

**Palatine Public Library District**  
**Warrant 2025-04 Payroll and Invoice Distribution Totals**  
**For the month of October 2024**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
09/15/2024	Payroll	\$172,443.09
09/30/2024	Payroll	\$181,884.51
Total 5310 · Gross Salaries		<b>\$354,327.60</b>
<b>5311 · Employer IMRF Fund Expense</b>		
09/30/2024	IMRF	\$32,600.17
Total 5311 · IMRF Fund Expense		<b>\$32,600.17</b>
<b>5312 · Employer Social Security Fund Expense</b>		
09/15/2024	Payroll Taxes	\$12,868.14
09/30/2024	Payroll Taxes	\$13,590.41
Total 5312 · Social Security Fund Exp		<b>\$26,458.55</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
09/30/2024	Health Insurance - Blue Cross/Blue Shield	\$39,902.03
09/30/2024	Life Insurance - Principal	\$2,714.87
Total 5313 · Health & Life Insurance		<b>\$42,616.90</b>
<b>5660 · Payroll Processing Fee</b>		
09/20/2024	Payroll Processing Fee	\$1,506.38
Total 5660 · Payroll Processing Fee		<b>\$1,506.38</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$457,509.60</b>
<b>5660 - Bank &amp; Credit Card Service Charges</b>		<b>\$589.18</b>
<b>Early Release Checks</b>		
<b>1474</b>		<b>\$202,726.59</b>
<b>6500 · BOND EXPENSES</b>		
<b>TOTAL WARRANT 2025-03</b>		<b>\$660,825.37</b>

\_\_\_\_\_  
Executive Director

**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date